Fig. 1

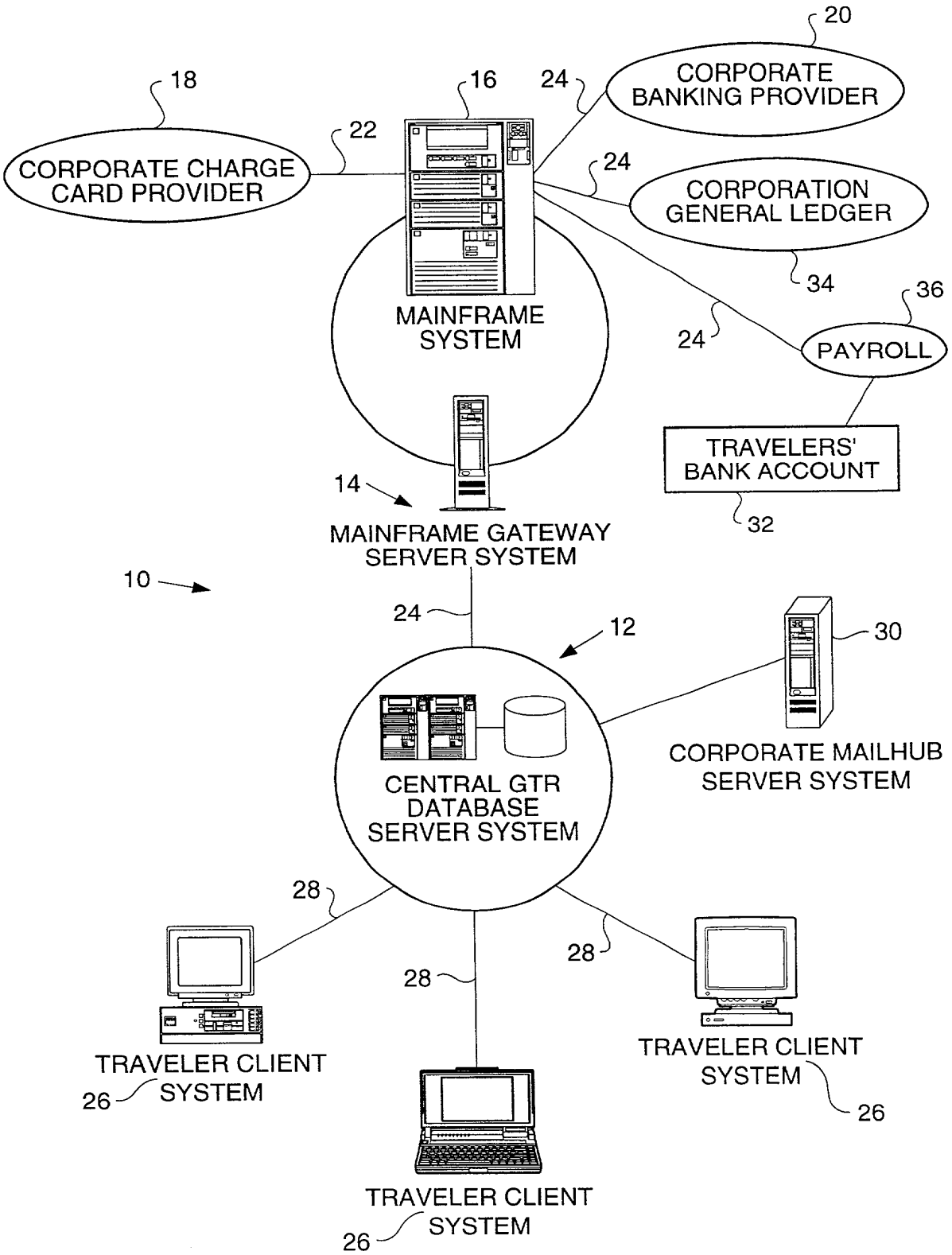

20
CORPORATE BANKING PROVIDER
18
16
24
CORPORATE CHARGE CARD PROVIDER
22
24
CORPORATION GENERAL LEDGER
MAINFRAME SYSTEM
34
36
24
PAYROLL
TRAVELERS' BANK ACCOUNT
32
14
MAINFRAME GATEWAY SERVER SYSTEM
10
24
12
30
CENTRAL GTR DATABASE SERVER SYSTEM
CORPORATE MAILHUB SERVER SYSTEM
28
28
28
TRAVELER CLIENT SYSTEM
26
TRAVELER CLIENT SYSTEM
26
TRAVELER CLIENT SYSTEM
26

FIG. 2

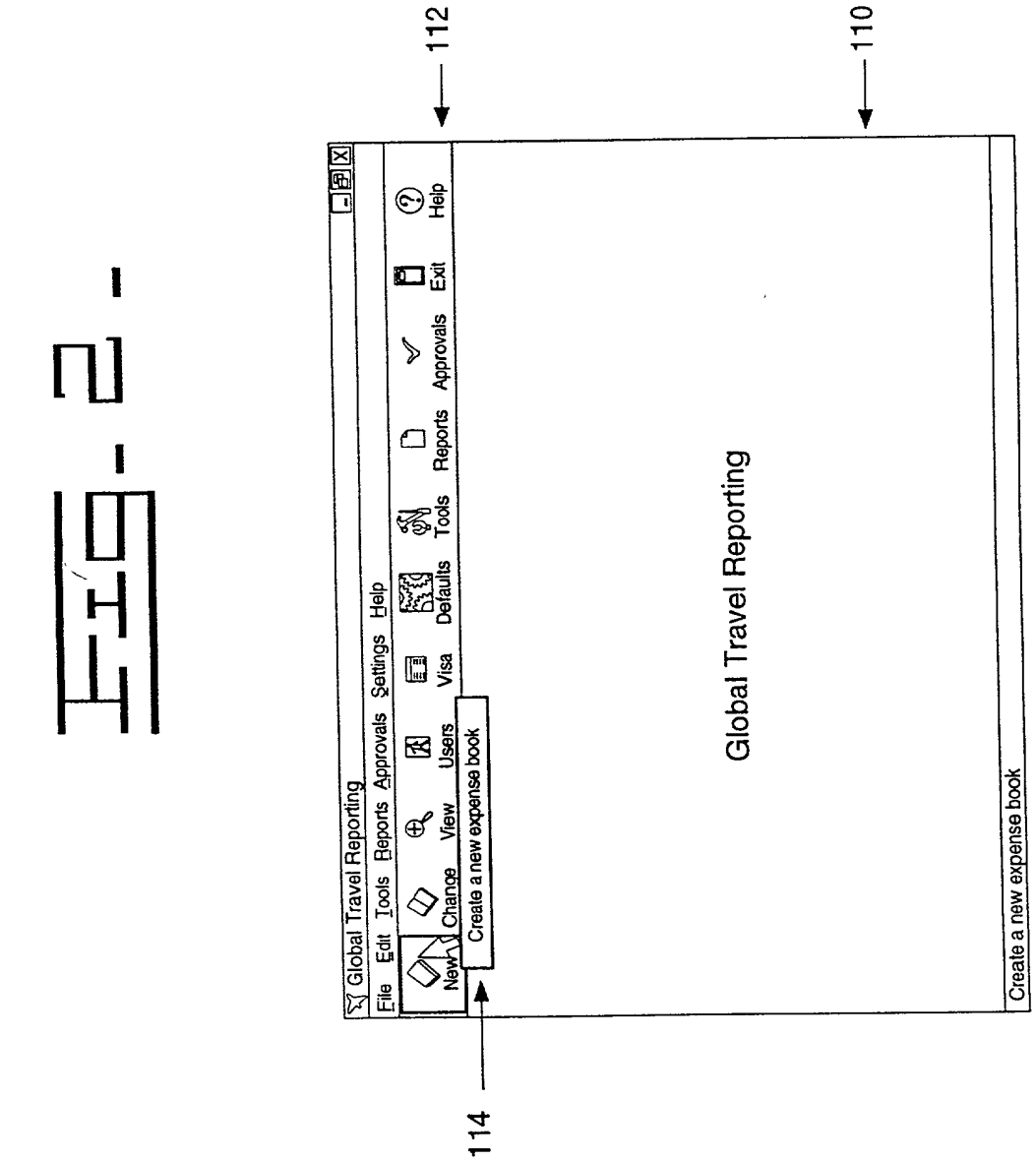

112
110
114
Global Travel Reporting
File Edit Tools Reports Approvals Settings Help
New
Change
View
Users
Visa
Defaults
Tools
Reports
Approvals
Exit
Help
Create a new expense book
Global Travel Reporting
Create a new expense book

FIG. 3

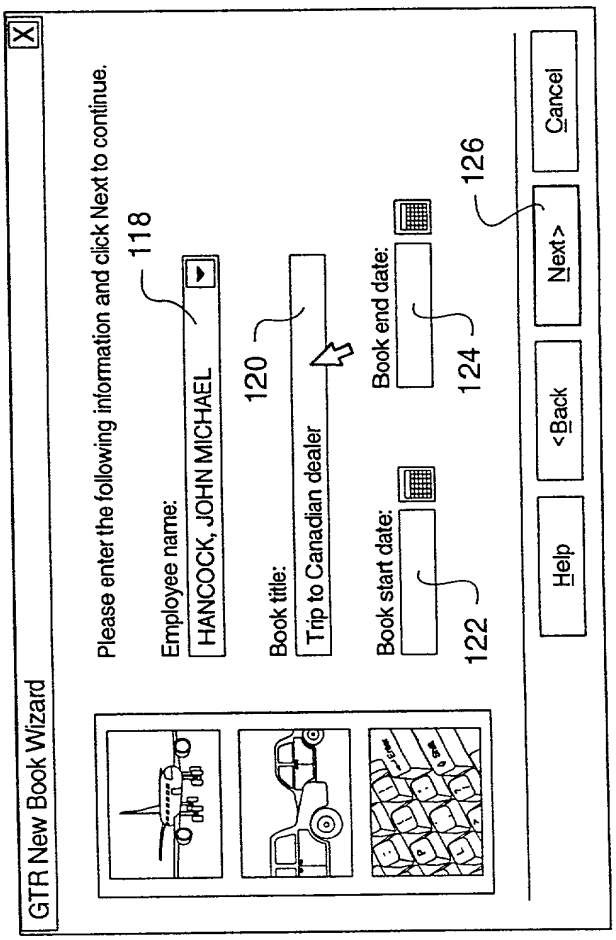
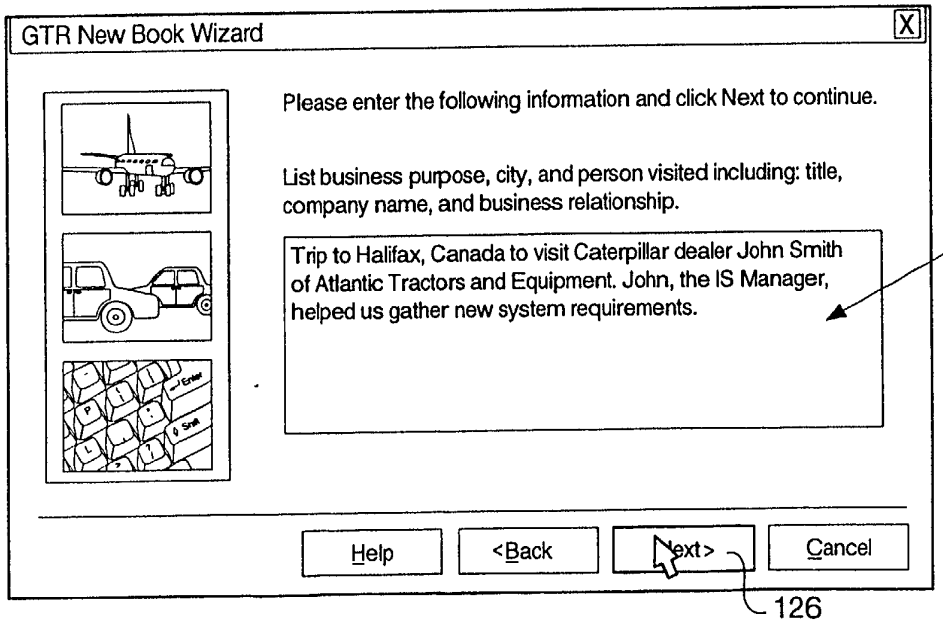
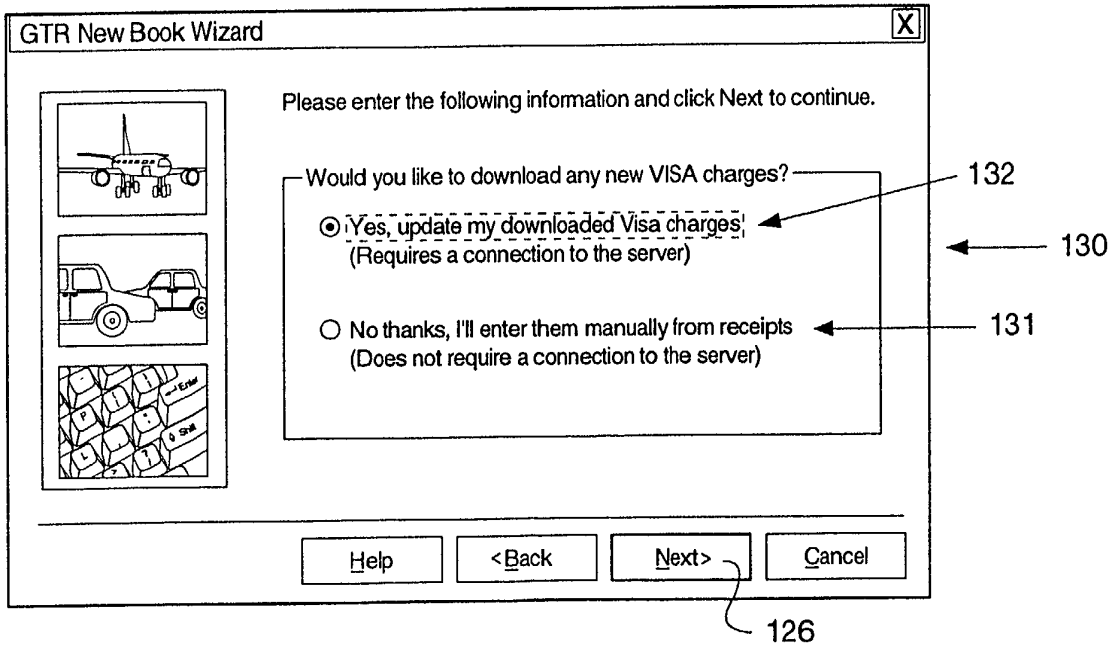

GTR New Book Wizard
Please enter the following information and click Next to continue.
Employee name:
HANCOCK, JOHN MICHAEL
Book title:
Trip to Canadian dealer
Book start date:
Book end date:
Help
<Back
Next>
Cancel
116
118
120
122
124
126

Fig. 4


GTR New Book Wizard
X
Please enter the following information and click Next to continue.
List business purpose, city, and person visited including: title, company name, and business relationship.
Trip to Halifax, Canada to visit Caterpillar dealer John Smith of Atlantic Tractors and Equipment. John, the IS Manager, helped us gather new system requirements.
128
Help
<Back
Next>
Cancel
126

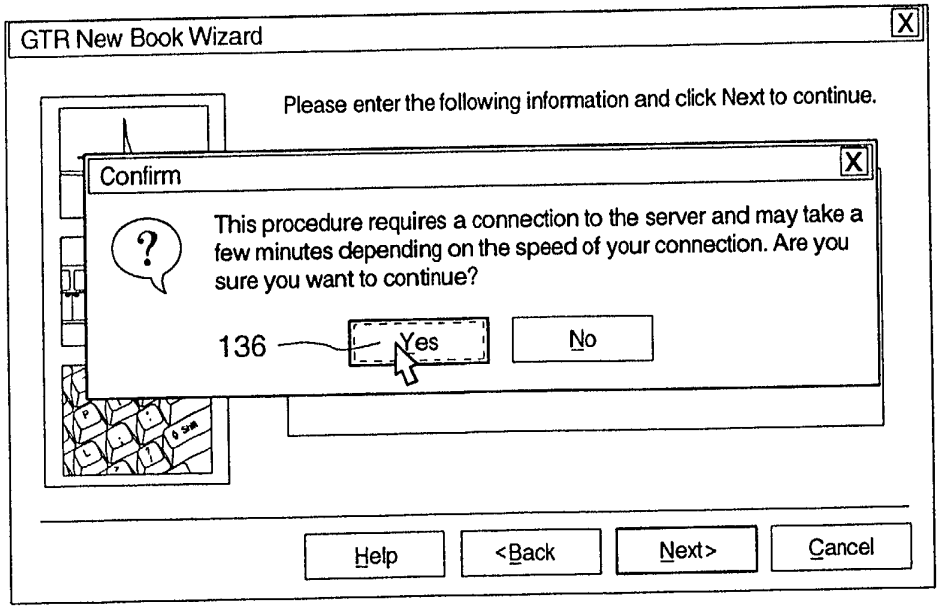
Posted: 2001-12-20

Fig. 5



Rejected Document

Fig. 6



134

Fig-7-

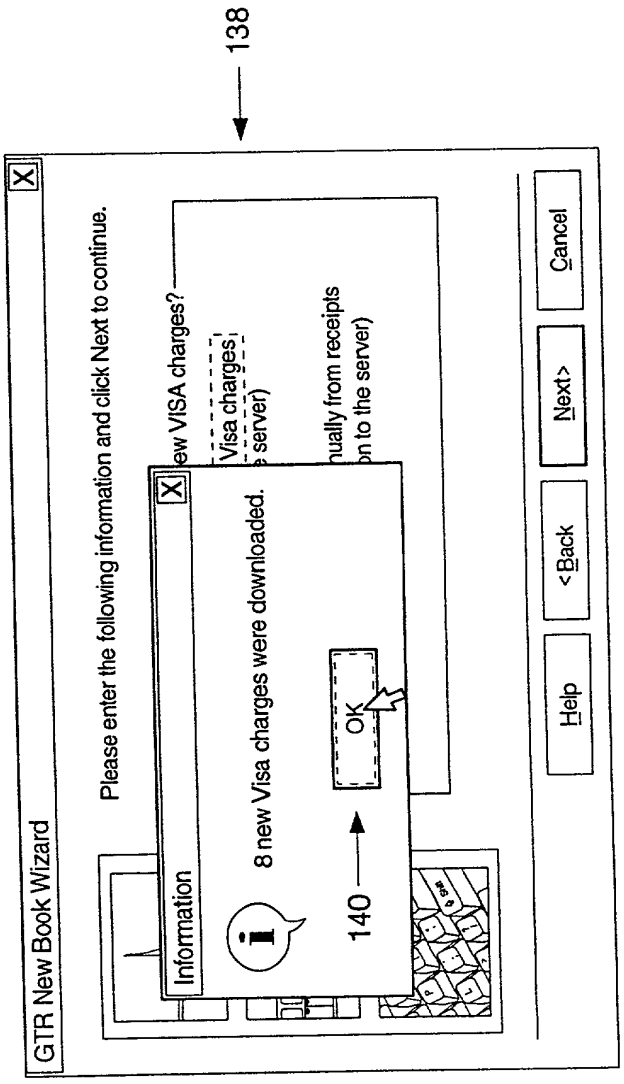
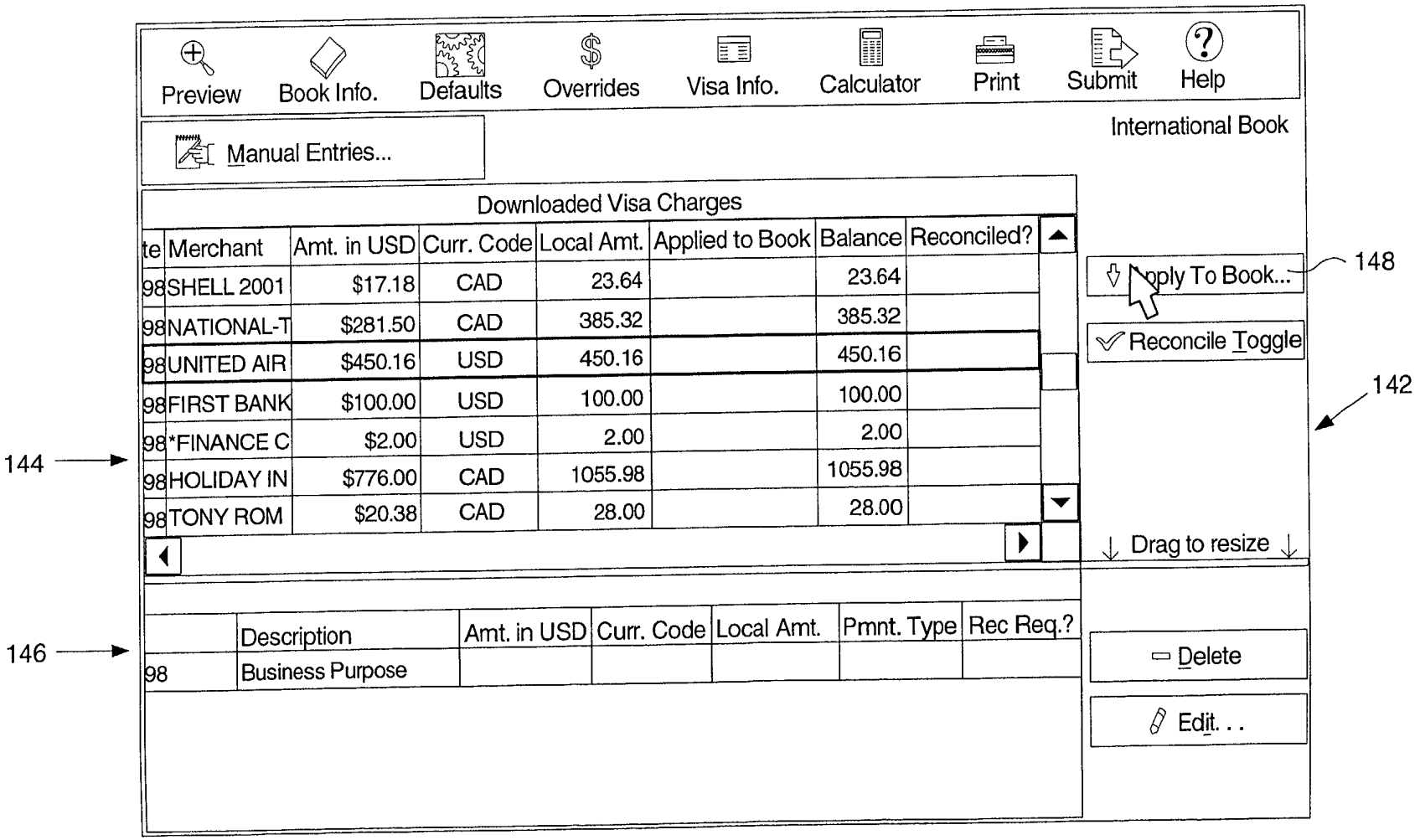

138
GTR New Book Wizard
Please enter the following information and click Next to continue.
ew VISA charges?
Visa charges
server)
nually from receipts
on to the server)
Information
8 new Visa charges were downloaded.
OK
140
Help
< Back
Next >
Cancel

Fig. 8.


Preview
Book Info.
Defaults
Overrides
Visa Info.
Calculator
Print
Submit
Help
International Book
Manual Entries...
Downloaded Visa Charges
te Merchant Amt. in USD Curr. Code Local Amt. Applied to Book Balance Reconciled?
98 SHELL 2001 $17.18 CAD 23.64 23.64
98 NATIONAL-T $281.50 CAD 385.32 385.32
98 UNITED AIR $450.16 USD 450.16 450.16
98 FIRST BANK $100.00 USD 100.00 100.00
98 *FINANCE C $2.00 USD 2.00 2.00
98 HOLIDAY IN $776.00 CAD 1055.98 1055.98
98 TONY ROM $20.38 CAD 28.00 28.00
Apply To Book...
Reconcile Toggle
Drag to resize
Description Amt. in USD Curr. Code Local Amt. Pmnt. Type Rec Req.?
98 Business Purpose
Delete
Edit...
144
146
148
142

PLACED COUNTED

Fig. 9

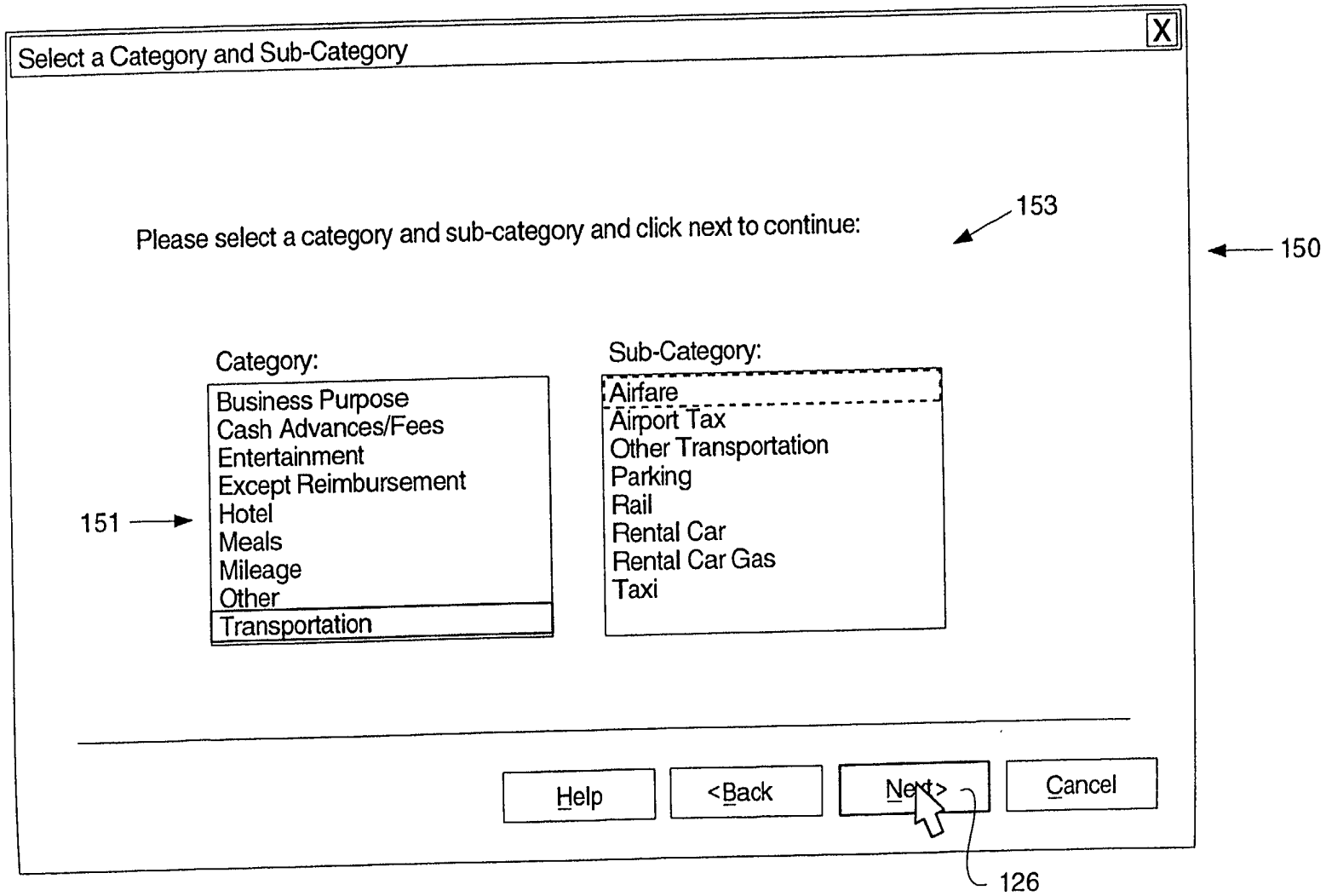


Fig. 10

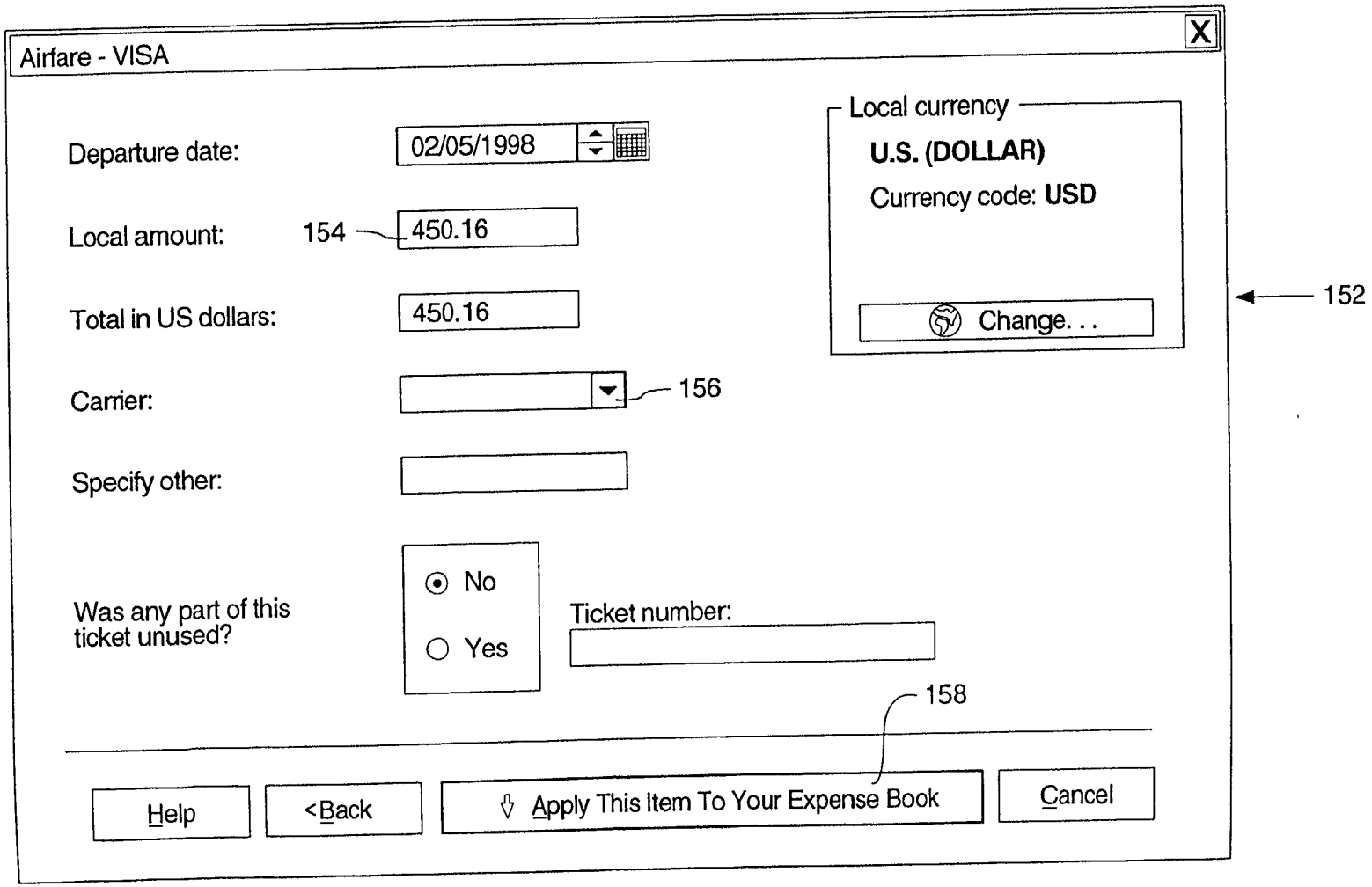

Airfare - VISA
Departure date:
02/05/1998
Local amount:
154
450.16
Total in US dollars:
450.16
Carrier:
156
Specify other:
Was any part of this ticket unused?
No
Yes
Ticket number:
Local currency
U.S. (DOLLAR)
Currency code: USD
Change...
152
158
Help
<Back
Apply This Item To Your Expense Book
Cancel

Fig. 11

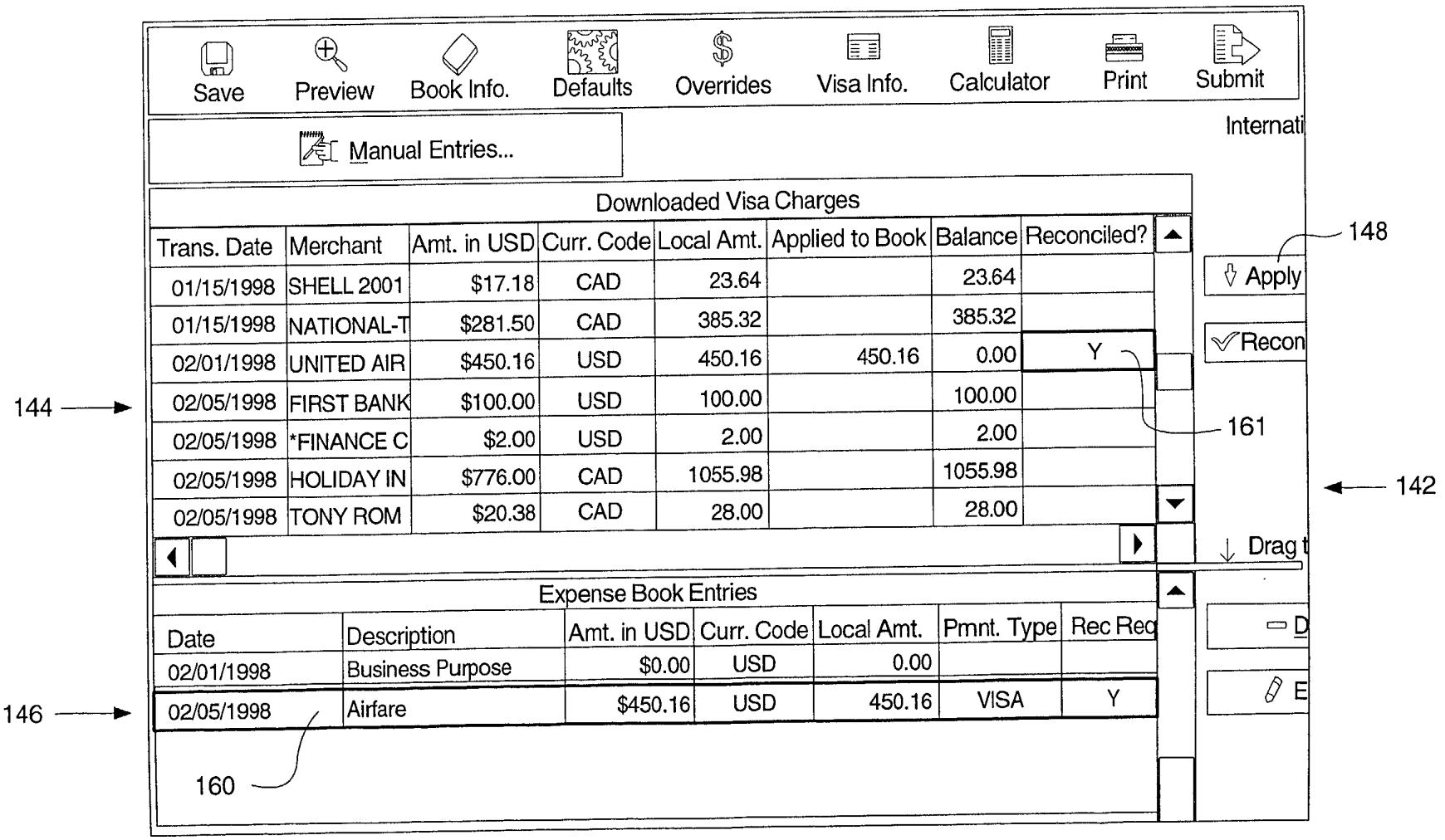
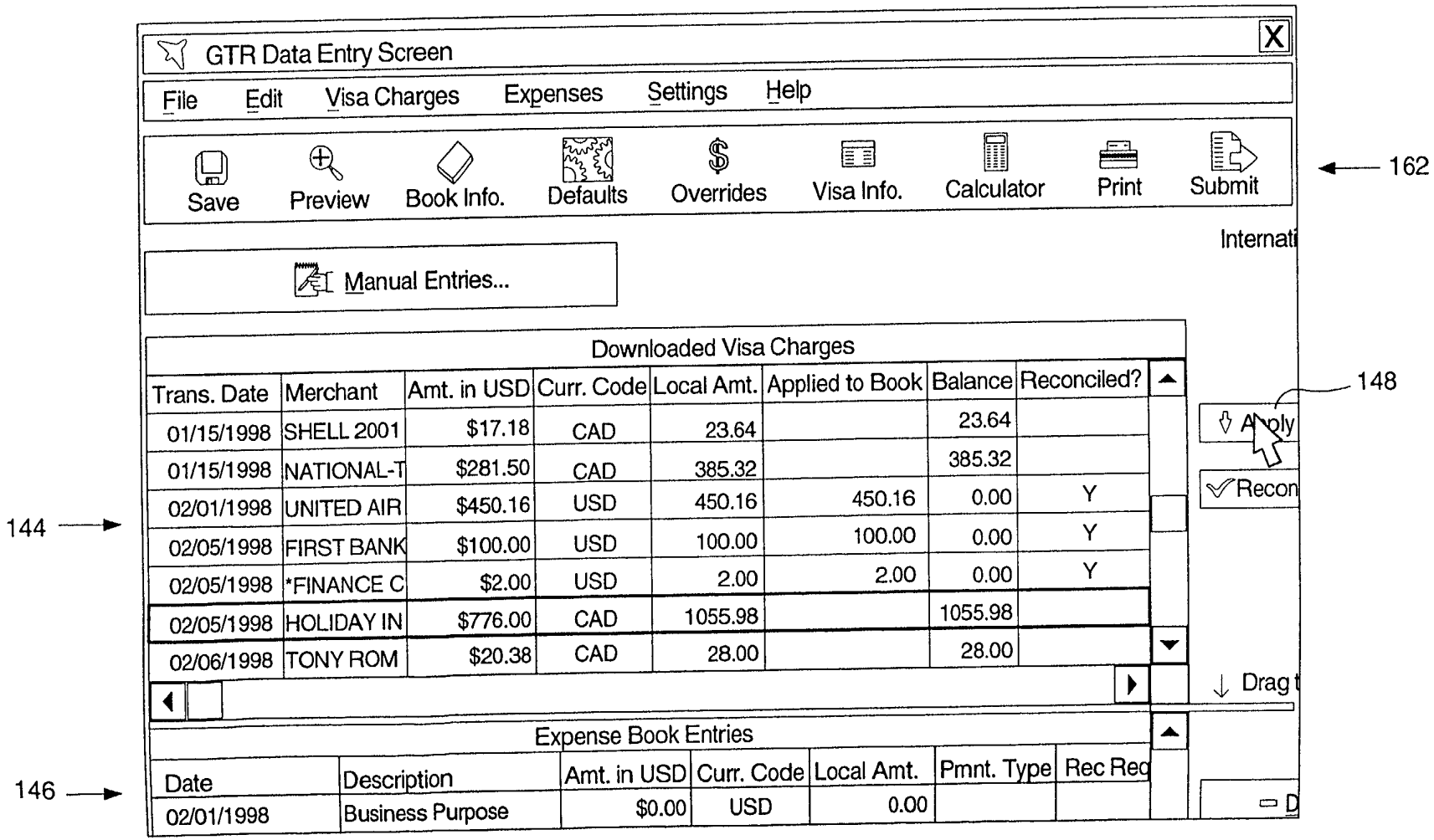

Save
Preview
Book Info.
Defaults
Overrides
Visa Info.
Calculator
Print
Submit
Internati
Manual Entries...
Downloaded Visa Charges
Trans. Date | Merchant | Amt. in USD | Curr. Code | Local Amt. | Applied to Book | Balance | Reconciled?
01/15/1998 | SHELL 2001 | $17.18 | CAD | 23.64 | | 23.64 |
01/15/1998 | NATIONAL-T | $281.50 | CAD | 385.32 | | 385.32 |
02/01/1998 | UNITED AIR | $450.16 | USD | 450.16 | 450.16 | 0.00 | Y
02/05/1998 | FIRST BANK | $100.00 | USD | 100.00 | | 100.00 |
02/05/1998 | *FINANCE C | $2.00 | USD | 2.00 | | 2.00 |
02/05/1998 | HOLIDAY IN | $776.00 | CAD | 1055.98 | | 1055.98 |
02/05/1998 | TONY ROM | $20.38 | CAD | 28.00 | | 28.00 |
Apply
Recon
Drag t
Expense Book Entries
Date | Description | Amt. in USD | Curr. Code | Local Amt. | Pmnt. Type | Rec Req
02/01/1998 | Business Purpose | $0.00 | USD | 0.00 | |
02/05/1998 | Airfare | $450.16 | USD | 450.16 | VISA | Y
D
E
144
146
148
161
142
160

Fig. 12.


GTR Data Entry Screen
File
Edit
Visa Charges
Expenses
Settings
Help
Save
Preview
Book Info.
Defaults
Overrides
Visa Info.
Calculator
Print
Submit
162
Internati
Manual Entries...
Downloaded Visa Charges
Trans. Date | Merchant | Amt. in USD | Curr. Code | Local Amt. | Applied to Book | Balance | Reconciled?
01/15/1998 | SHELL 2001 | $17.18 | CAD | 23.64 | | 23.64 |
01/15/1998 | NATIONAL-T | $281.50 | CAD | 385.32 | | 385.32 |
02/01/1998 | UNITED AIR | $450.16 | USD | 450.16 | 450.16 | 0.00 | Y
02/05/1998 | FIRST BANK | $100.00 | USD | 100.00 | 100.00 | 0.00 | Y
02/05/1998 | *FINANCE C | $2.00 | USD | 2.00 | 2.00 | 0.00 | Y
02/05/1998 | HOLIDAY IN | $776.00 | CAD | 1055.98 | | 1055.98 |
02/06/1998 | TONY ROM | $20.38 | CAD | 28.00 | | 28.00 |
148
Recon
Drag t
144
Expense Book Entries
Date | Description | Amt. in USD | Curr. Code | Local Amt. | Pmnt. Type | Rec Req
02/01/1998 | Business Purpose | $0.00 | USD | 0.00 |
146

SUBSTITUTE SHEET (RULE 26)

Fig. 13.

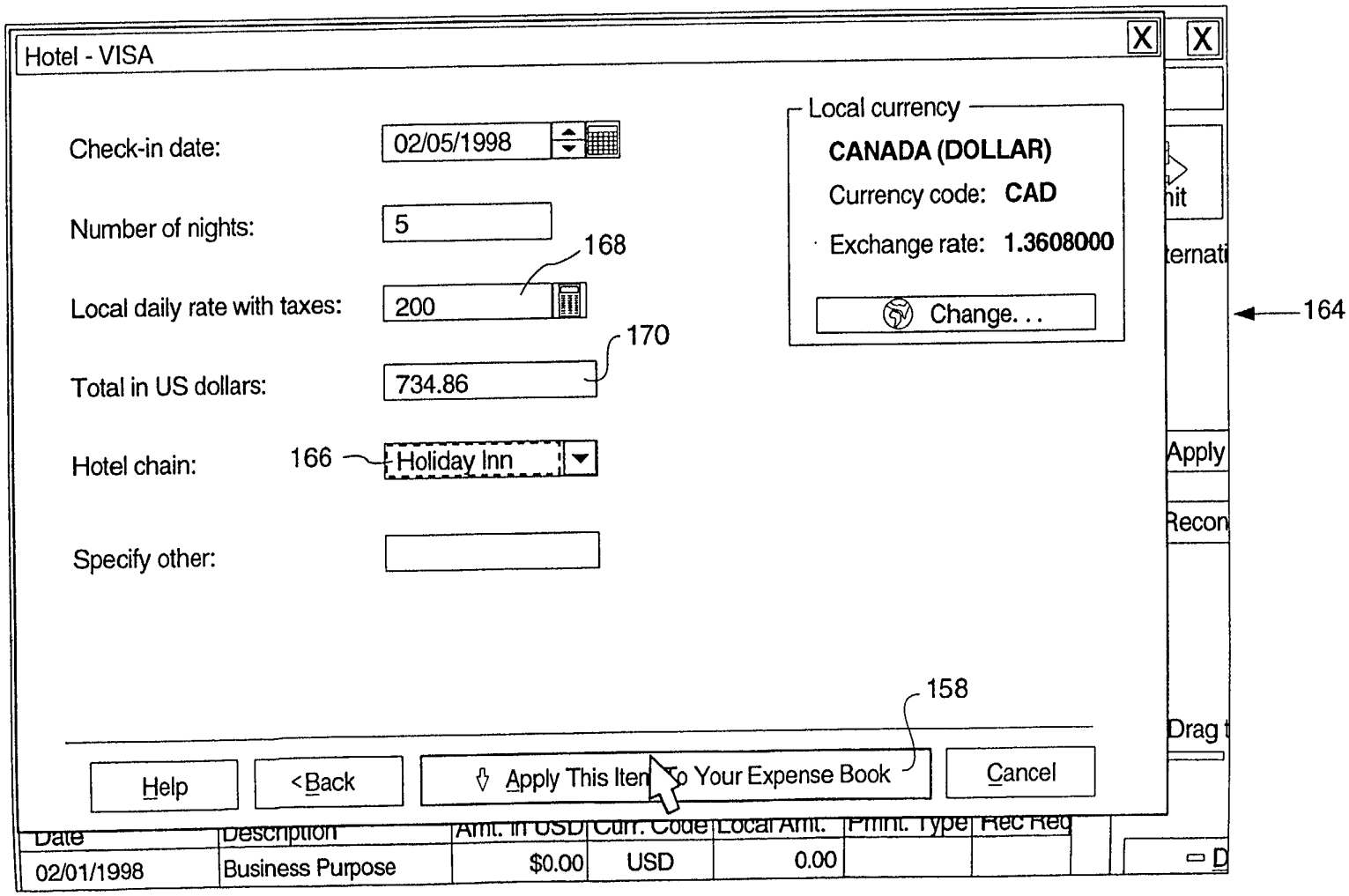


Fig. 14

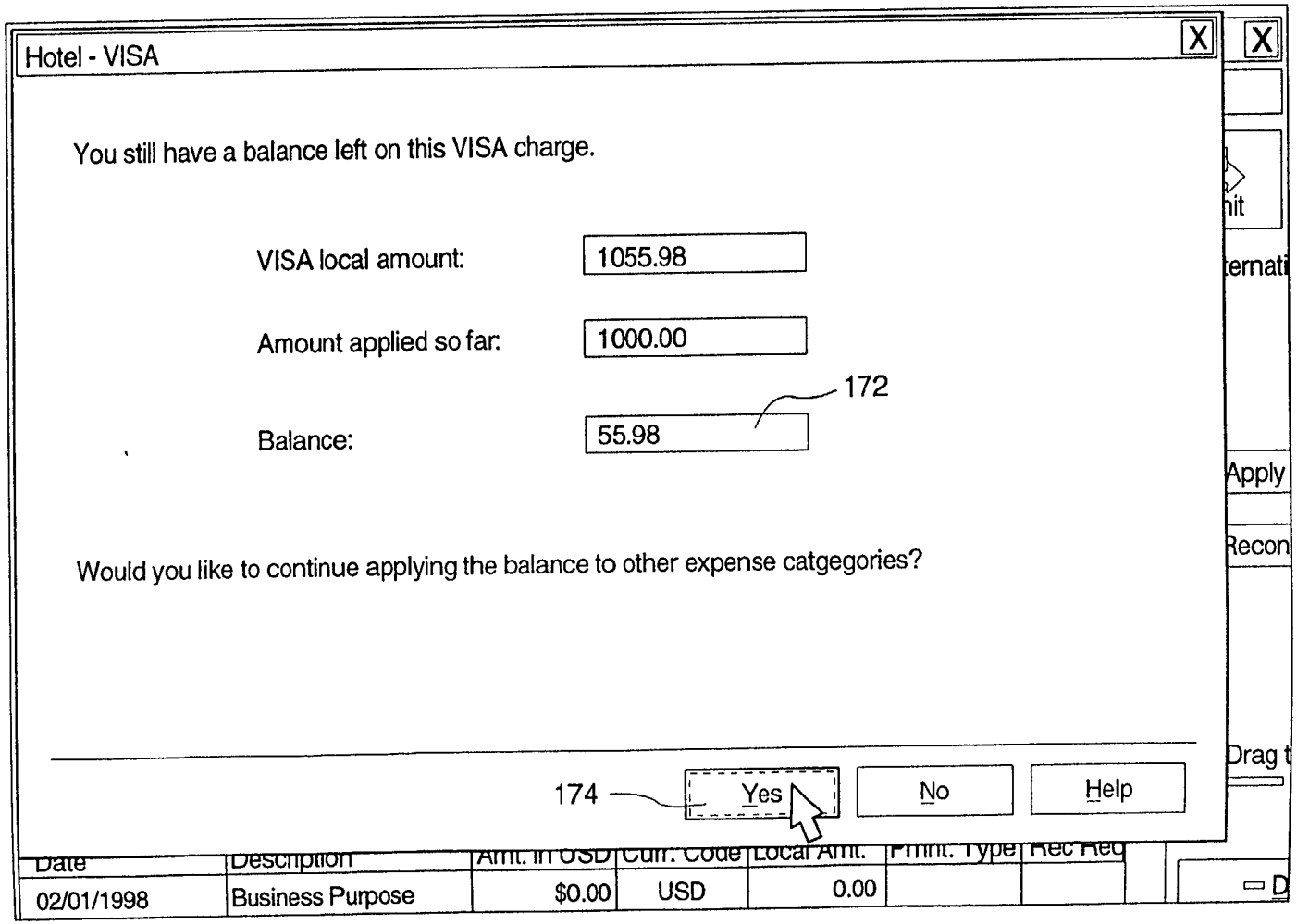
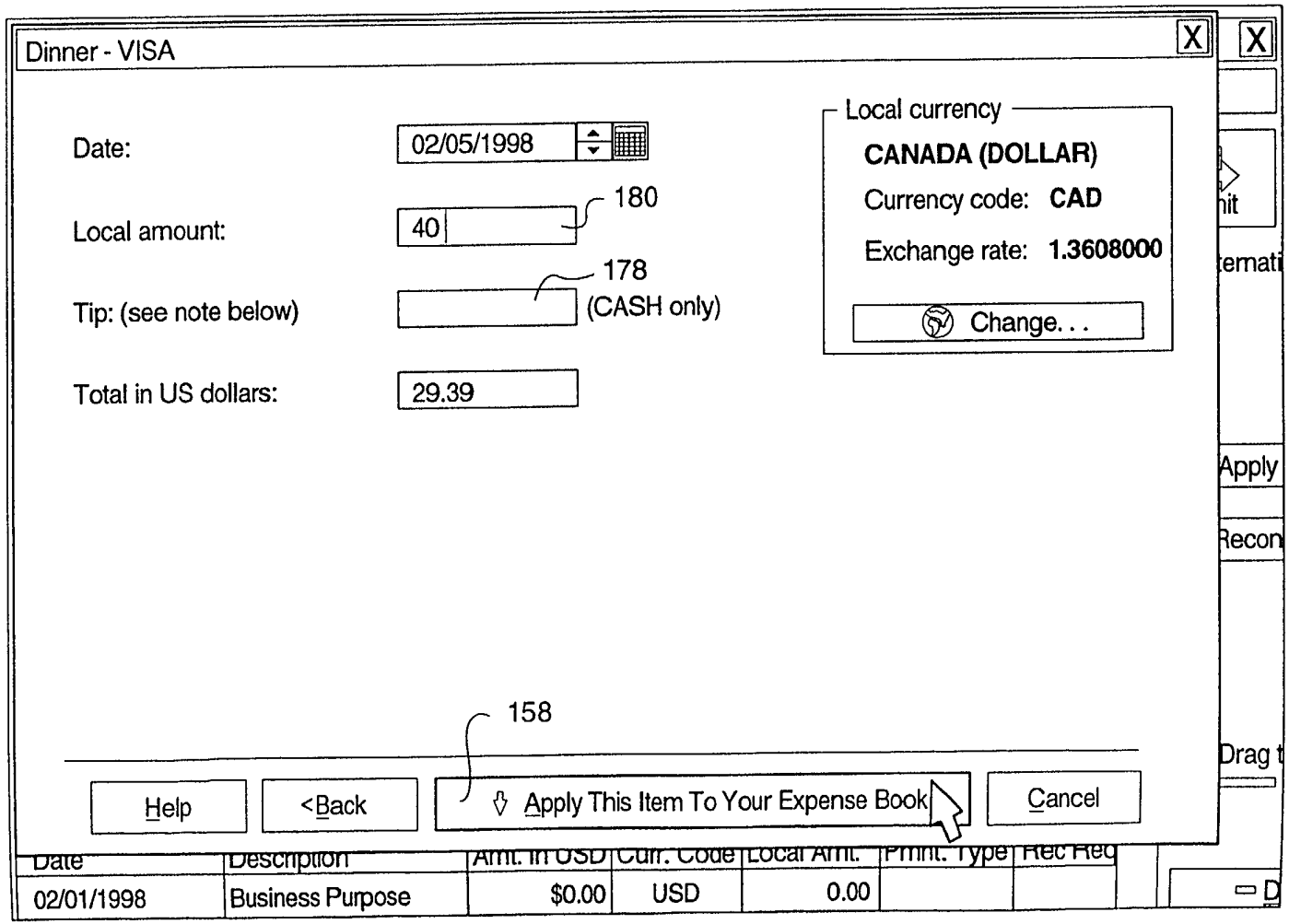

Hotel - VISA
You still have a balance left on this VISA charge.
VISA local amount:
1055.98
Amount applied so far:
1000.00
Balance:
55.98
172
Would you like to continue applying the balance to other expense catgegories?
174
Yes
No
Help
171
Apply
Recon
Drag t
Date
Description
Amt. in USD
Curr. Code
Local Amt.
Pmnt. Type
02/01/1998
Business Purpose
$0.00
USD
0.00

Fig. 15


Dinner - VISA
Date:
02/05/1998
Local amount:
40
180
Tip: (see note below)
178
(CASH only)
Total in US dollars:
29.39
Local currency
CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...
176
158
Help
<Back
Apply This Item To Your Expense Book
Cancel
Apply
Recon
Drag t
Date
Description
Amt. in USD
Curr. Code
Local Amt.
Pmnt. Type
Rec Req
02/01/1998
Business Purpose
$0.00
USD
0.00

PLACED BEFORE

Fig. 16

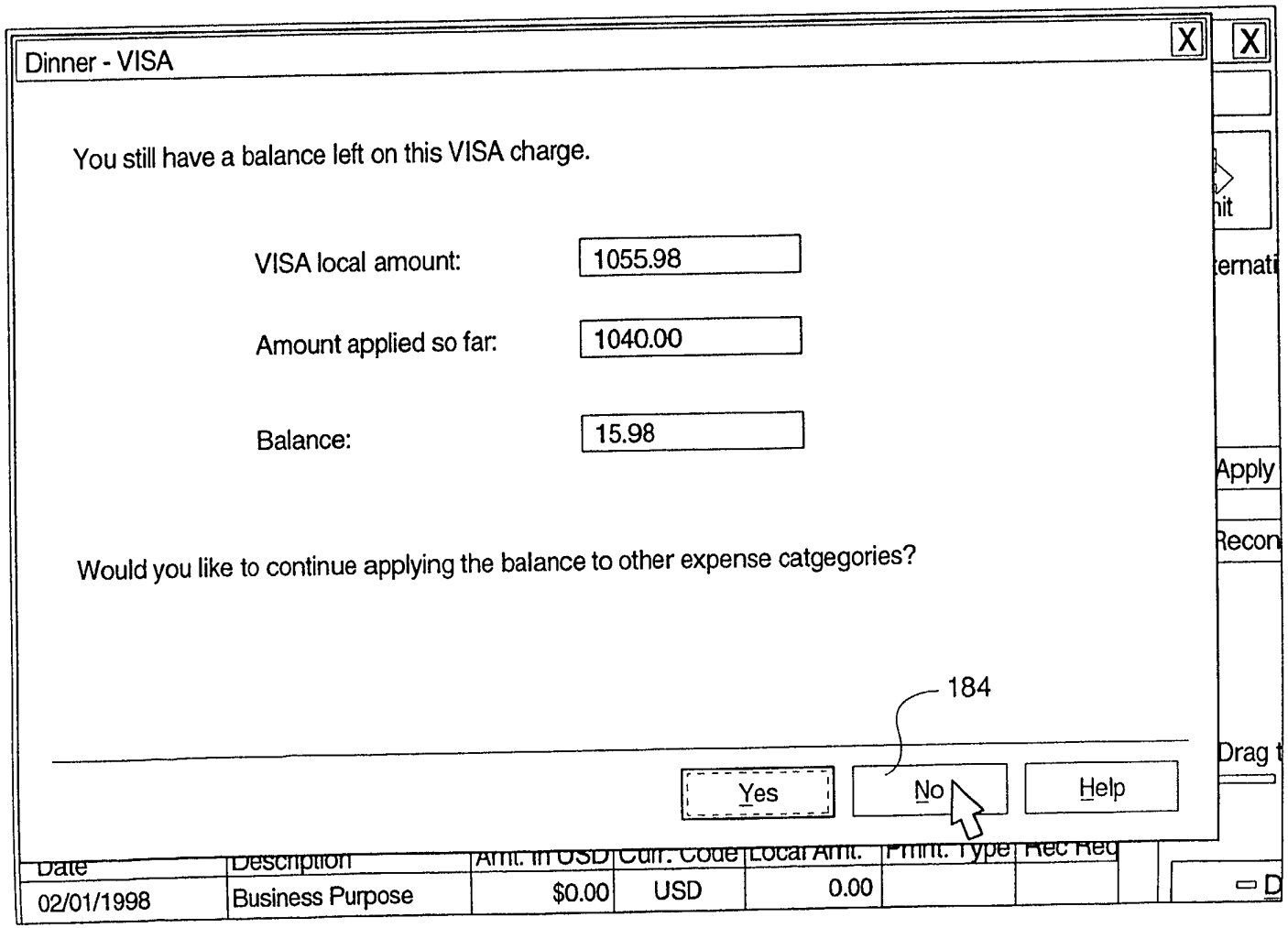


Fig. 17.

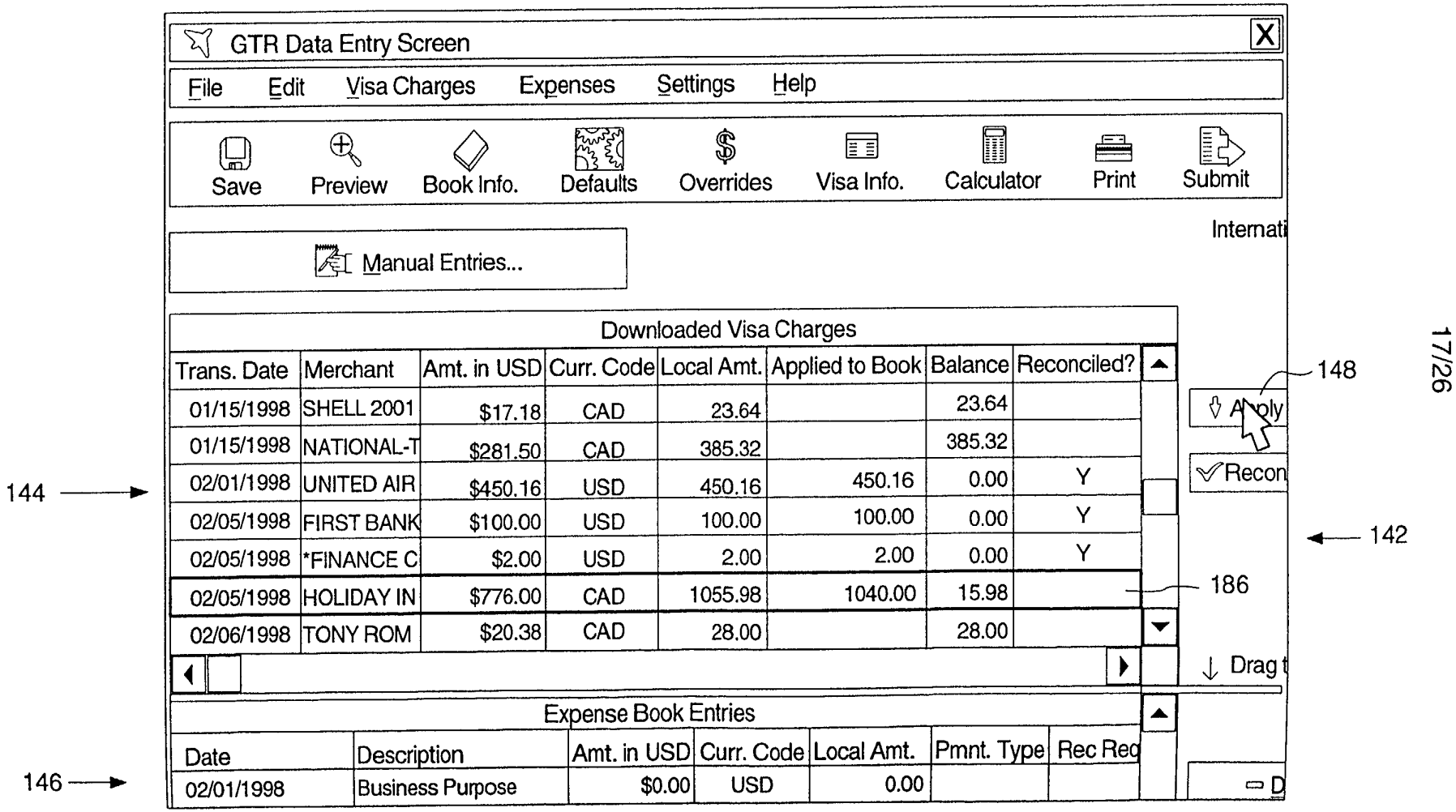

GTR Data Entry Screen
File
Edit
Visa Charges
Expenses
Settings
Help
Save
Preview
Book Info.
Defaults
Overrides
Visa Info.
Calculator
Print
Submit
Internati
Manual Entries...
Downloaded Visa Charges
Trans. Date | Merchant | Amt. in USD | Curr. Code | Local Amt. | Applied to Book | Balance | Reconciled?
01/15/1998 | SHELL 2001 | $17.18 | CAD | 23.64 | | 23.64 |
01/15/1998 | NATIONAL-T | $281.50 | CAD | 385.32 | | 385.32 |
02/01/1998 | UNITED AIR | $450.16 | USD | 450.16 | 450.16 | 0.00 | Y
02/05/1998 | FIRST BANK | $100.00 | USD | 100.00 | 100.00 | 0.00 | Y
02/05/1998 | *FINANCE C | $2.00 | USD | 2.00 | 2.00 | 0.00 | Y
02/05/1998 | HOLIDAY IN | $776.00 | CAD | 1055.98 | 1040.00 | 15.98 |
02/06/1998 | TONY ROM | $20.38 | CAD | 28.00 | | 28.00 |
Apply
Recon
Drag t
Expense Book Entries
Date | Description | Amt. in USD | Curr. Code | Local Amt. | Pmnt. Type | Rec Req
02/01/1998 | Business Purpose | $0.00 | USD | 0.00 |
D
144
146
148
142
186

Fig. 1B.

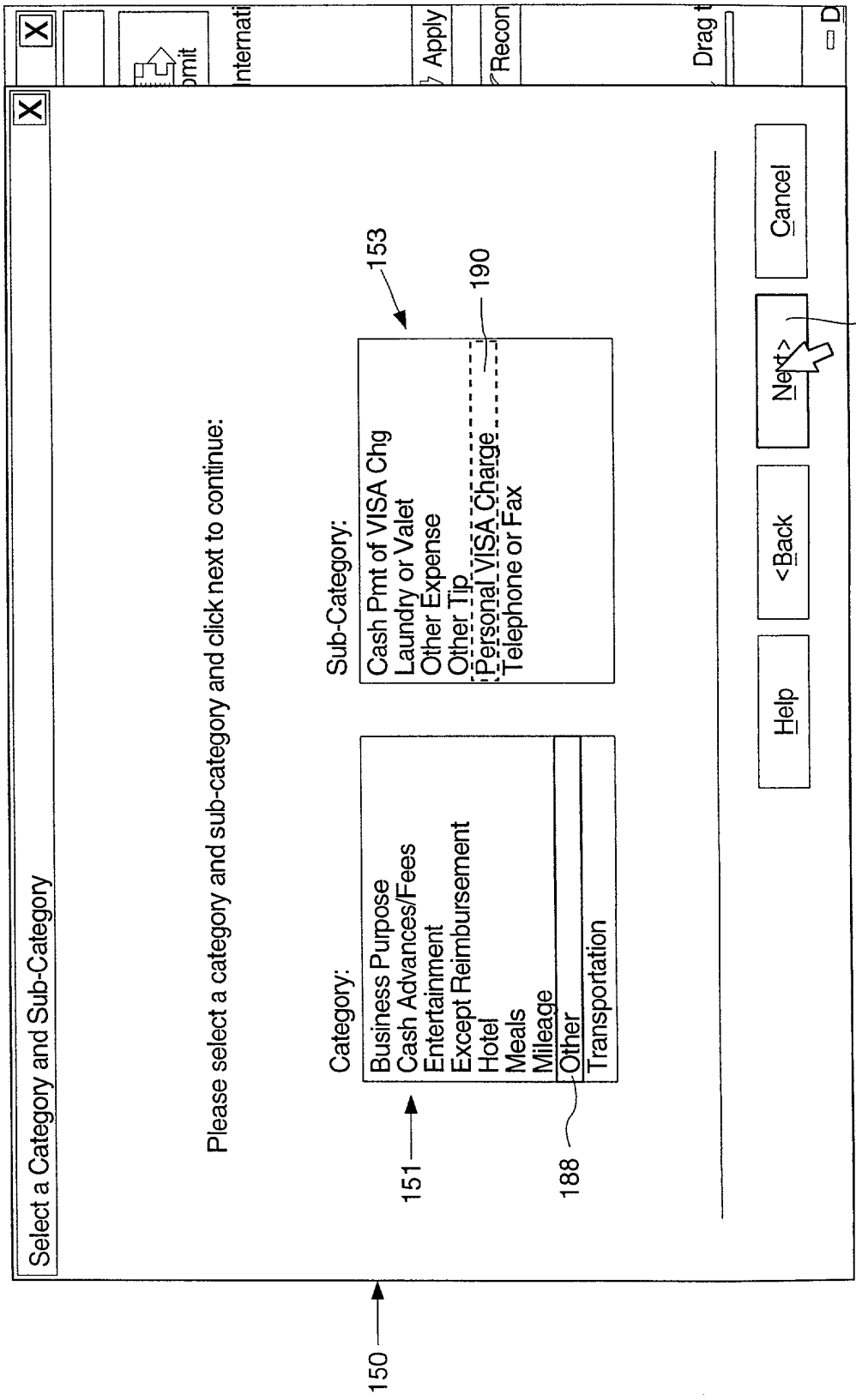

Select a Category and Sub-Category
Please select a category and sub-category and click next to continue:
Category:
Business Purpose
Cash Advances/Fees
Entertainment
Except Reimbursement
Hotel
Meals
Mileage
Other
Transportation
Sub-Category:
Cash Pmt of VISA Chg
Laundry or Valet
Other Expense
Other Tip
Personal VISA Charge
Telephone or Fax
Help
<Back
Next>
Cancel
150
151
153
188
190
126

Fig. 19

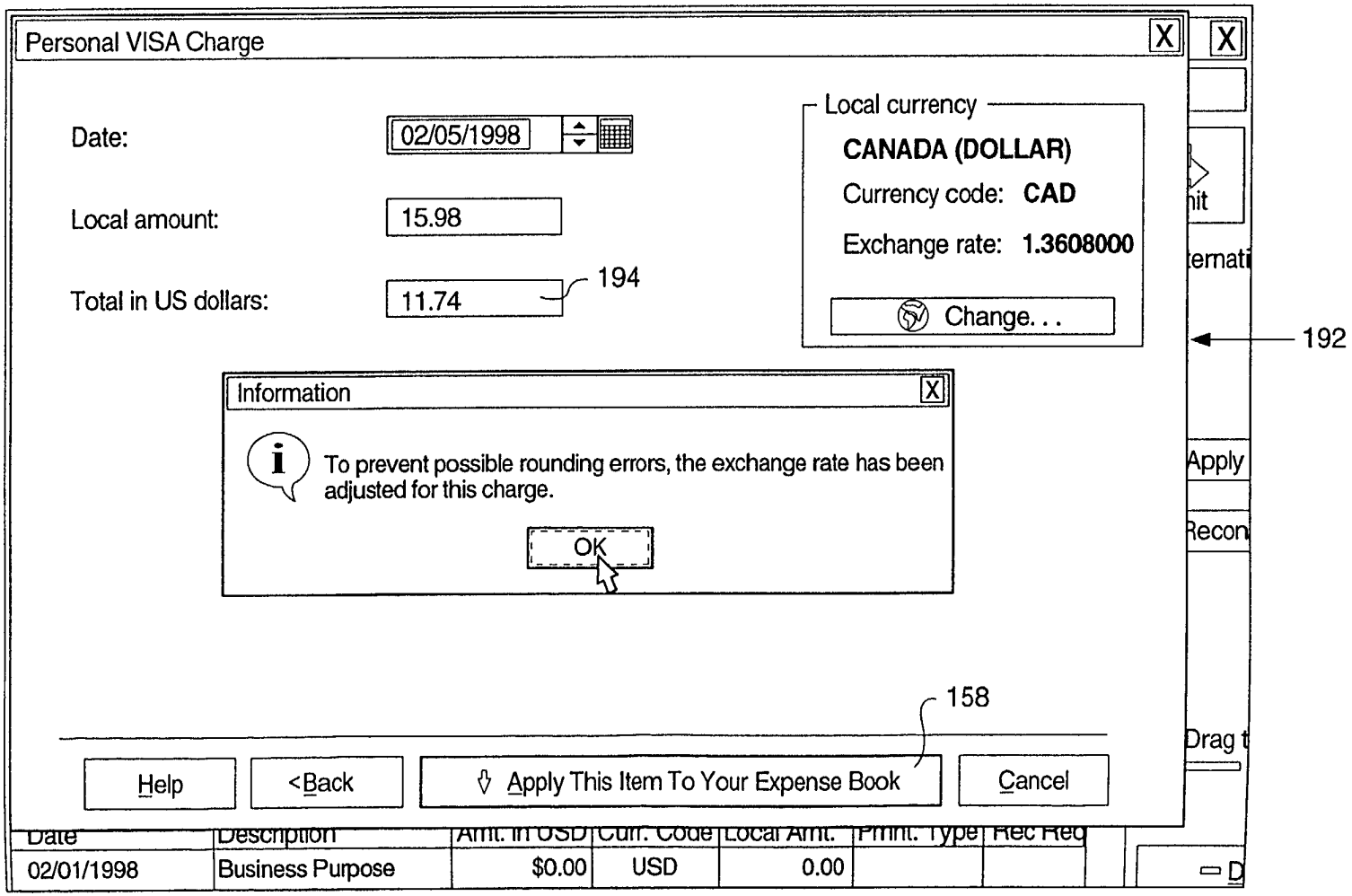

Personal VISA Charge
Date:
02/05/1998
Local amount:
15.98
Total in US dollars:
11.74
194
Local currency
CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...
192
Information
To prevent possible rounding errors, the exchange rate has been adjusted for this charge.
OK
158
Help
<Back
Apply This Item To Your Expense Book
Cancel
Date
Description
Amt. in USD
Curr. Code
Local Amt.
Pmnt. Type
Rec Req
02/01/1998
Business Purpose
$0.00
USD
0.00

Fig. 20

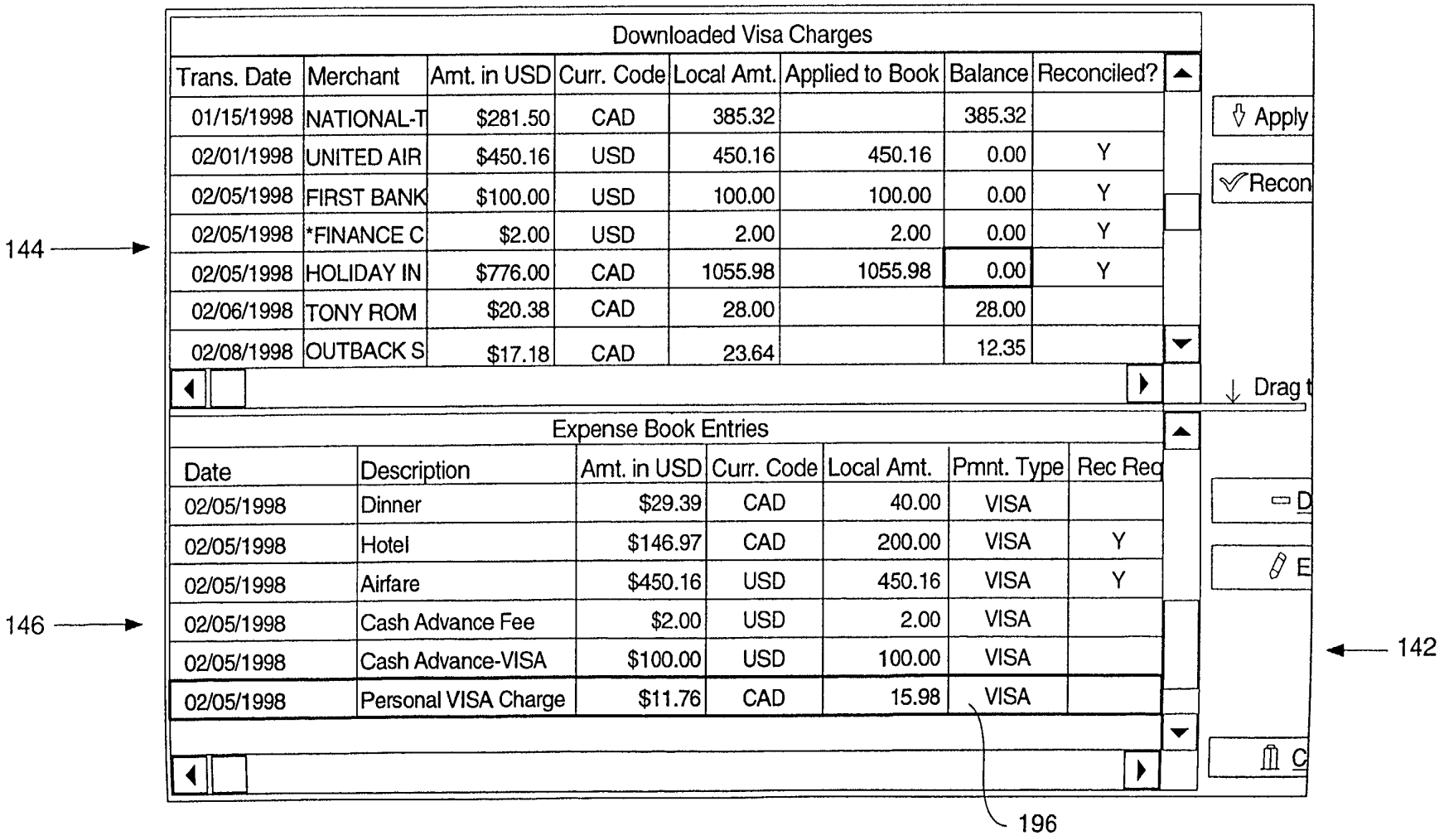

Downloaded Visa Charges
Trans. Date | Merchant | Amt. in USD | Curr. Code | Local Amt. | Applied to Book | Balance | Reconciled?
01/15/1998 | NATIONAL-T | $281.50 | CAD | 385.32 | | 385.32 |
02/01/1998 | UNITED AIR | $450.16 | USD | 450.16 | 450.16 | 0.00 | Y
02/05/1998 | FIRST BANK | $100.00 | USD | 100.00 | 100.00 | 0.00 | Y
02/05/1998 | *FINANCE C | $2.00 | USD | 2.00 | 2.00 | 0.00 | Y
02/05/1998 | HOLIDAY IN | $776.00 | CAD | 1055.98 | 1055.98 | 0.00 | Y
02/06/1998 | TONY ROM | $20.38 | CAD | 28.00 | | 28.00 |
02/08/1998 | OUTBACK S | $17.18 | CAD | 23.64 | | 12.35 |
Apply
Recon
Drag t
Expense Book Entries
Date | Description | Amt. in USD | Curr. Code | Local Amt. | Pmnt. Type | Rec Req
02/05/1998 | Dinner | $29.39 | CAD | 40.00 | VISA |
02/05/1998 | Hotel | $146.97 | CAD | 200.00 | VISA | Y
02/05/1998 | Airfare | $450.16 | USD | 450.16 | VISA | Y
02/05/1998 | Cash Advance Fee | $2.00 | USD | 2.00 | VISA |
02/05/1998 | Cash Advance-VISA | $100.00 | USD | 100.00 | VISA |
02/05/1998 | Personal VISA Charge | $11.76 | CAD | 15.98 | VISA |
D
E
C
144
146
142
196

Fig. 21.

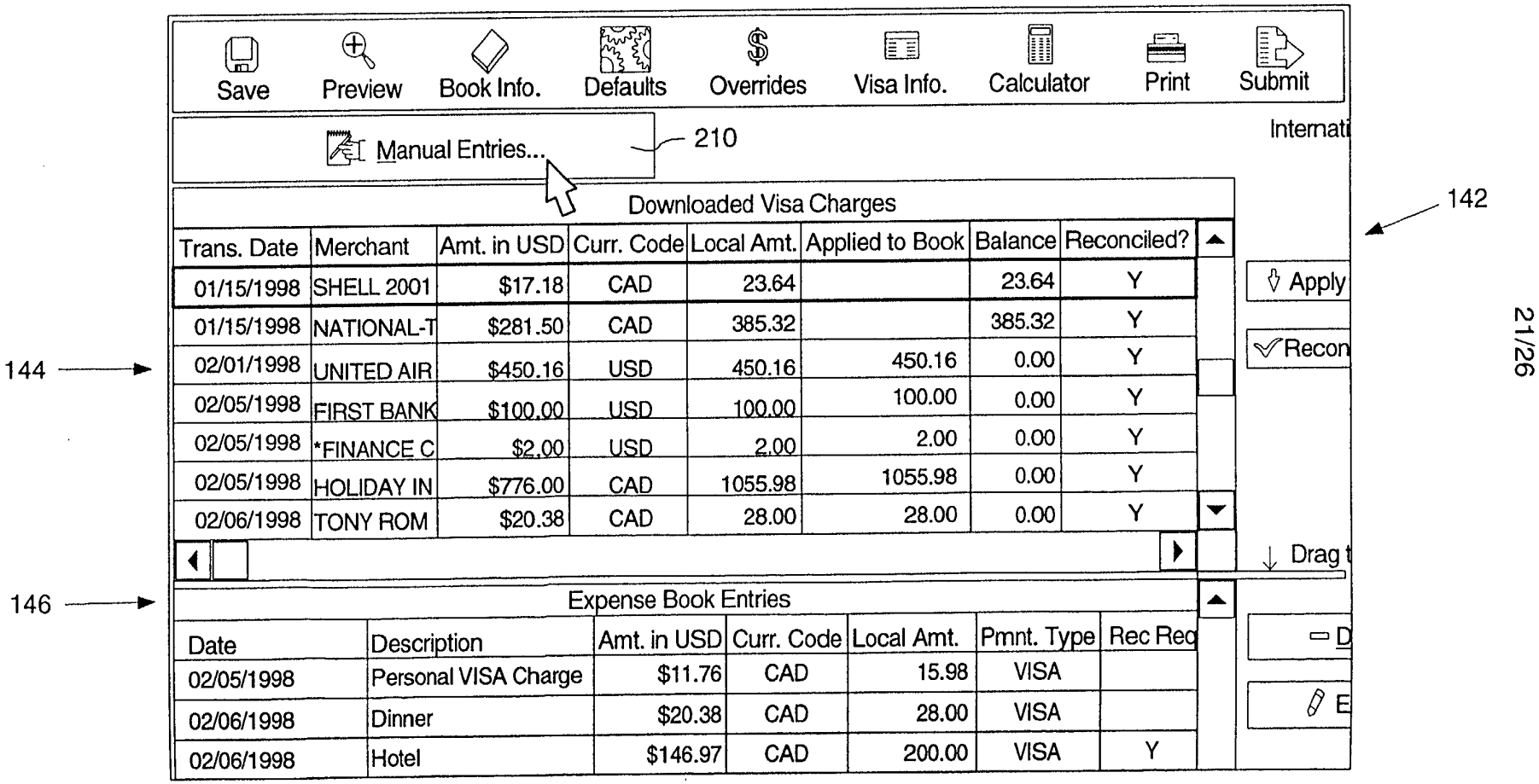

Save
Preview
Book Info.
Defaults
Overrides
Visa Info.
Calculator
Print
Submit
Manual Entries...
210
Internati
142
Downloaded Visa Charges
Trans. Date | Merchant | Amt. in USD | Curr. Code | Local Amt. | Applied to Book | Balance | Reconciled?
01/15/1998 | SHELL 2001 | $17.18 | CAD | 23.64 | | 23.64 | Y
01/15/1998 | NATIONAL-T | $281.50 | CAD | 385.32 | | 385.32 | Y
02/01/1998 | UNITED AIR | $450.16 | USD | 450.16 | 450.16 | 0.00 | Y
02/05/1998 | FIRST BANK | $100.00 | USD | 100.00 | 100.00 | 0.00 | Y
02/05/1998 | *FINANCE C | $2.00 | USD | 2.00 | 2.00 | 0.00 | Y
02/05/1998 | HOLIDAY IN | $776.00 | CAD | 1055.98 | 1055.98 | 0.00 | Y
02/06/1998 | TONY ROM | $20.38 | CAD | 28.00 | 28.00 | 0.00 | Y
144
146
Apply
Recon
Drag t
Expense Book Entries
Date | Description | Amt. in USD | Curr. Code | Local Amt. | Pmnt. Type | Rec Req
02/05/1998 | Personal VISA Charge | $11.76 | CAD | 15.98 | VISA |
02/06/1998 | Dinner | $20.38 | CAD | 28.00 | VISA |
02/06/1998 | Hotel | $146.97 | CAD | 200.00 | VISA | Y
D
E

Fig. 22.

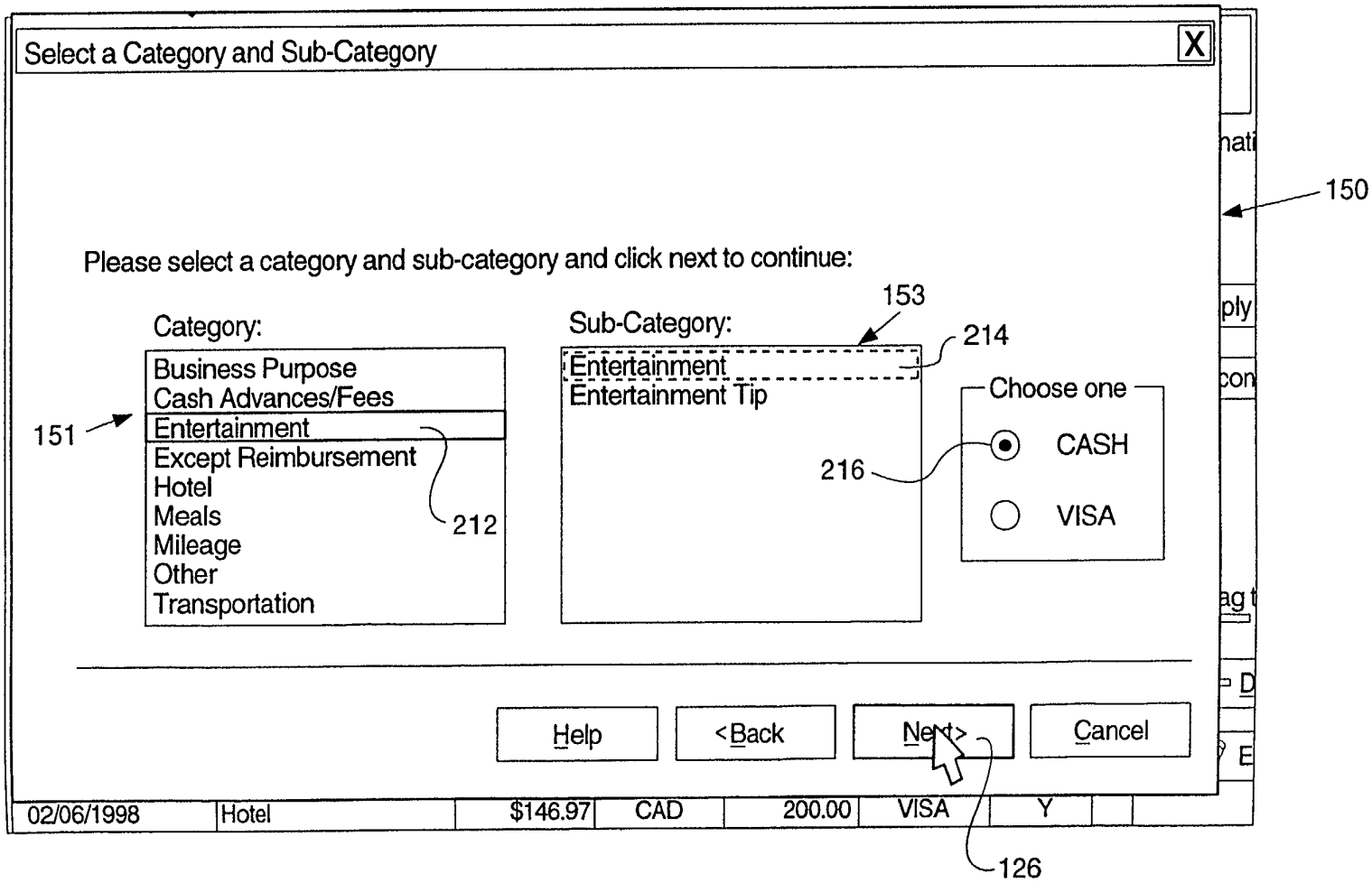

Select a Category and Sub-Category
X
Please select a category and sub-category and click next to continue:
Category:
Business Purpose
Cash Advances/Fees
Entertainment
Except Reimbursement
Hotel
Meals
Mileage
Other
Transportation
151
212
Sub-Category:
153
214
Entertainment
Entertainment Tip
Choose one
CASH
VISA
216
Help
<Back
Next>
Cancel
02/06/1998
Hotel
$146.97
CAD
200.00
VISA
Y
126
150

Fig. 23.

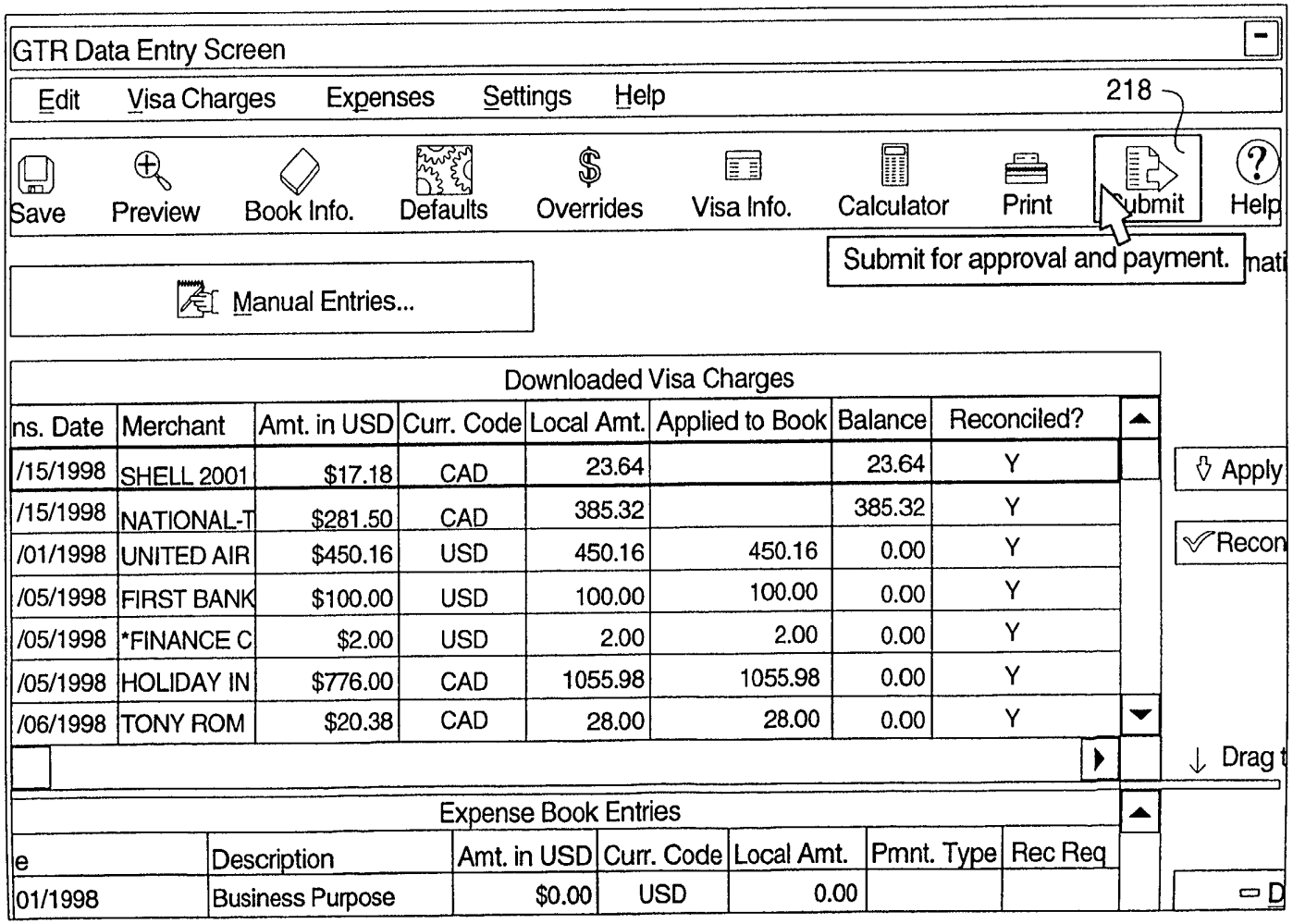
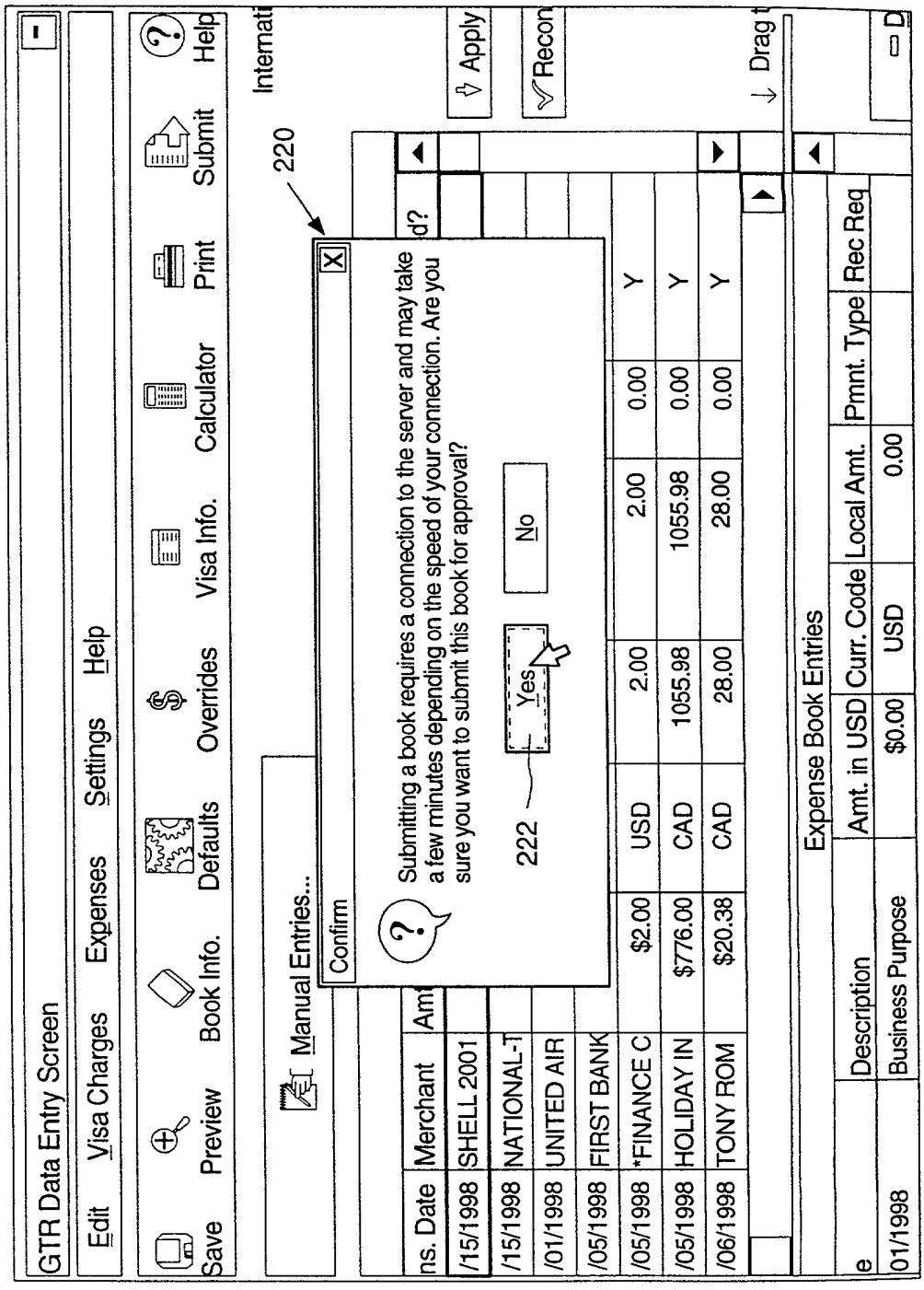
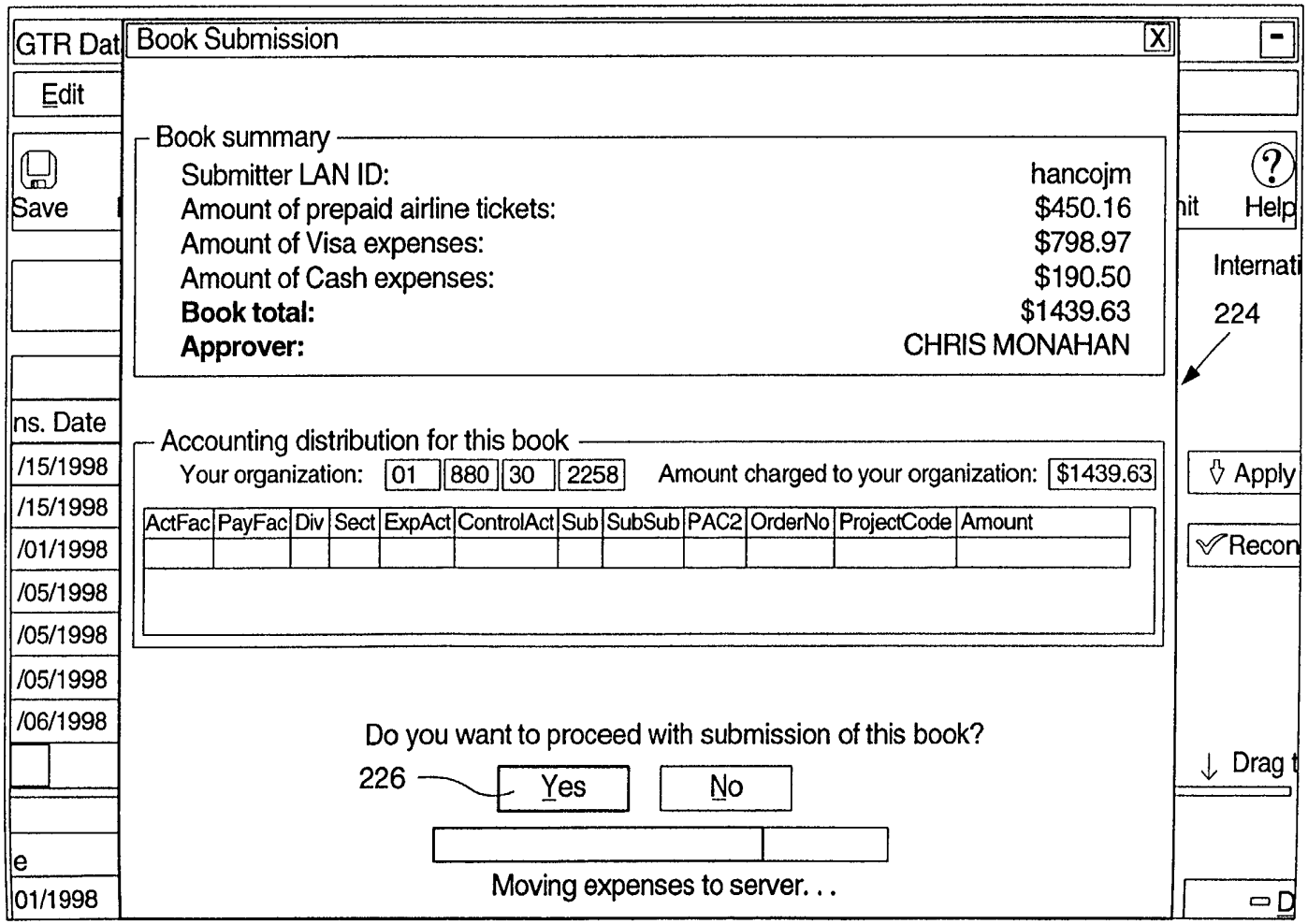

GTR Data Entry Screen
Edit
Visa Charges
Expenses
Settings
Help
218
Save
Preview
Book Info.
Defaults
Overrides
Visa Info.
Calculator
Print
Submit
Help
Submit for approval and payment.
142
Manual Entries...
Downloaded Visa Charges
ns. Date | Merchant | Amt. in USD | Curr. Code | Local Amt. | Applied to Book | Balance | Reconciled?
/15/1998 | SHELL 2001 | $17.18 | CAD | 23.64 | | 23.64 | Y
/15/1998 | NATIONAL-T | $281.50 | CAD | 385.32 | | 385.32 | Y
/01/1998 | UNITED AIR | $450.16 | USD | 450.16 | 450.16 | 0.00 | Y
/05/1998 | FIRST BANK | $100.00 | USD | 100.00 | 100.00 | 0.00 | Y
/05/1998 | *FINANCE C | $2.00 | USD | 2.00 | 2.00 | 0.00 | Y
/05/1998 | HOLIDAY IN | $776.00 | CAD | 1055.98 | 1055.98 | 0.00 | Y
/06/1998 | TONY ROM | $20.38 | CAD | 28.00 | 28.00 | 0.00 | Y
144
Apply
Recon
Drag t
Expense Book Entries
e | Description | Amt. in USD | Curr. Code | Local Amt. | Pmnt. Type | Rec Req
01/1998 | Business Purpose | $0.00 | USD | 0.00
146
D

Fig. 24


GTR Data Entry Screen
Edit Visa Charges Expenses Settings Help
Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print Submit Help
Manual Entries...
Confirm
Submitting a book requires a connection to the server and may take a few minutes depending on the speed of your connection. Are you sure you want to submit this book for approval?
Yes
No
220
222
144
146
Apply
Recon
Drag t
Expense Book Entries
ns. Date | Merchant | Amt | Amt. in USD | Curr. Code | Local Amt. | Pmnt. Type | Rec Req
/15/1998 | SHELL 2001
/15/1998 | NATIONAL-T
/01/1998 | UNITED AIR
/05/1998 | FIRST BANK
/05/1998 | *FINANCE C | $2.00 | USD | 2.00 | 2.00 | 0.00 | Y
/05/1998 | HOLIDAY IN | $776.00 | CAD | 1055.98 | 1055.98 | 0.00 | Y
/06/1998 | TONY ROM | $20.38 | CAD | 28.00 | 28.00 | 0.00 | Y
e | Description | $0.00 | USD | 0.00
01/1998 | Business Purpose

PLEASE CONFIRM

Fig. 25.



SUBSTITUTE SHEET (RULE 26)

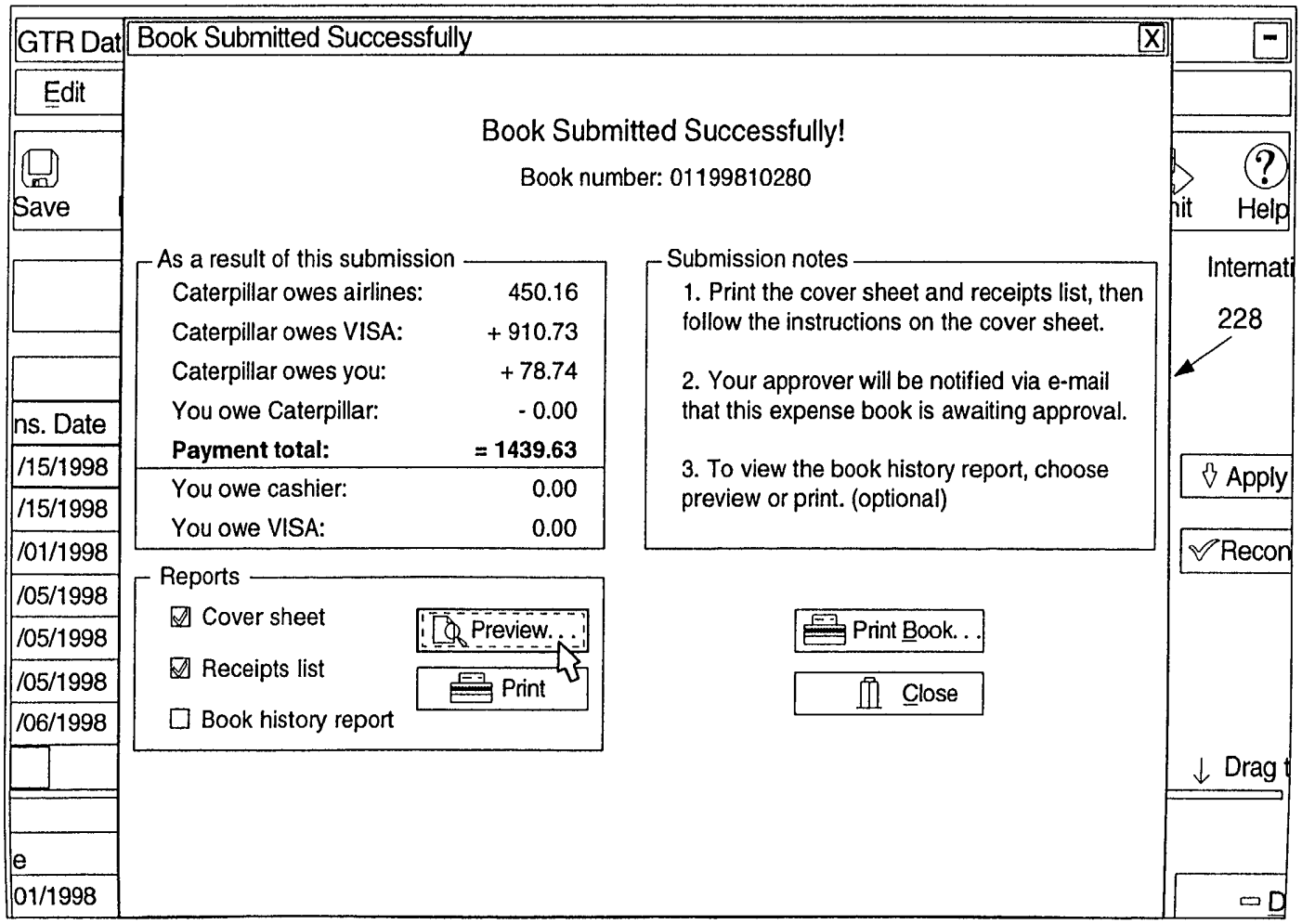



Fig_26_